



groundwork Event and Volunteer Coordinator

Reports to: Manager of Events & Outreach - Miriam Owsley

Status: Part-Time Contractor, approximately 200 hours

Compensation: \$2,000 stipend

Effective Date: Flexible June 2019 - October 2019

Description and Responsibilities

The Event and Volunteer Coordinator works within the Development team to facilitate Groundwork's presence at public outreach events and coordinate volunteers for events hosted by Groundwork. The Event and Volunteer Coordinator plays a vital role in the success of the Farms, Food & Health Conference, and Harvest at the Commons.

Community Outreach 10%

- Assist the Manager of Events and Outreach in registering, preparing for, and attending outreach events
- Act as a Groundwork ambassador by raising awareness of Groundwork programs at outreach events
- Recruit new members and support staff at outreach and program-related events

Volunteer Coordination 30%

- Work with Manager of Events and Outreach to manage volunteer opportunities and relationships
- Coordinate volunteers for Harvest at the Commons (October 12, 2019), including recruitment, communication, orientation, day of event coordination, follow up and gratitude strategy

Event Assistance 60%

- Assist the Manager of Events & Outreach in planning and executing Groundwork's major events
- Prepare materials and supplies for events
- Assist with set up and on-site operations
- Procure donations from local businesses for silent auction items

General Expectations:

Groundwork interns are expected to demonstrate a/an:

- Strong commitment to Groundwork's mission and programs;
- Proven ability to organize priorities, with keen attention to detail and deadlines;
- Self-directed working approach and initiative;
- Strong interpersonal communication and teamwork skills;
- And, a sense of humor and positive outlook.

Application Process

The deadline for application is by **May 1, 2019**. Applications will be reviewed on a rolling basis, and successful applicants will be contacted by May 3, 2019 for interviews. To apply, applicants must fill out

[this application form](#). Questions may be forwarded to Miriam Owsley, Miriam@groundworkcenter.org

No phone calls, please.